

Chapter 12

CHANGES TO THE PLAN

THE IMPACT ON UTILITIES

During final design, many factors cause the Designer to make adjustments to the preliminary design. While these changes are needed, and help to improve the final design, the Designer must not overlook the impact these changes might have on existing or proposed utility facilities. As stated in the introduction to this guide, the Designer is required by State Statute 182.0175 to avoid as much as possible any interference with utility transmission facilities.

There may be cases where the proposed design change affects the utility facilities so adversely that it is not prudent to make such a change. If this occurs, the Designer should re-evaluate the proposed design change, and look at other alternatives. The overall goal of any design is to provide an improvement that is economical and efficient for all modes of transportation.

NOTIFYING UTILITY UNIT

The Designer should notify the Utility Unit of any changes to the design that may affect utility facilities. The Utility Unit will either determine that there is no conflict, or will suggest notifying the utilities affected. Trans. 220 requires that the utilities be notified of any changes that occur after the utilities have been sent the Form DT1078, Project Plan Transmittal. The Utility Unit will also place a note in the utility file regarding the change.

If the construction of a project is delayed or advanced, (either from one year to another, or if construction begins later or earlier in the season) the utilities must be notified so that they can change their schedules accordingly. See sample letter in [Figure 12-1](#).

When the limits of a project are extended, or the scope of a project changes, the utilities must be notified. This will probably require additional locating of utility facilities in the new area. See sample letters in [Figure 12-2](#) and [Figure 12-3](#).

NOTIFYING UTILITIES

Trans. 220 requires that after the DT1078, Project Plan Transmittal form has been sent to the utility companies, **all changes must be highlighted and sent to the utility companies with an explanatory cover letter**. See samples of cover letters in Figures 12-1, 12-2, and 12-3. Typically, a utility company will have 60 days to react to changes in the plan. This may affect the due date for a Utility Work Plan. It is best to notify utilities of changes to the plan as soon as possible.

It is WisDOT policy to identify for utility companies the changes to the plan on all highway projects, not just those covered by Trans. 220. If the Designer or the Utility Unit determines that the affected utilities should be notified, two different courses of action may occur:

- If there is a right-of-way plat for the project, the Utility Unit may want to notify the utilities, especially if the utility involved has a compensable land interest. The Designer will be responsible for providing the appropriate exhibits to send to the utilities. These may be cross sections, intersection details, plan and profile sheets, revised right-of-way plats, etc. **NOTE:** Some changes (like an intersection improvement requiring additional new right-of-way) require additional field locating of utilities. This is often overlooked.
- If there is NO right-of-way plat for the project, the Designer is responsible for notifying the affected utilities. The Designer should check with the Utility Unit to be sure adequate information is supplied to

the utilities. Sample letters to the utility are shown in Figures 12-1, 12-2 and 12-3. The appropriate exhibits should accompany the letter.

There have been times when utility companies have stated that they never received plan changes. While this may be true, there are times when the designer did send the changes but the designer is unable to prove that the utility company received the changes. There are two ways of dealing with this. One way is to send the changes via certified mail requesting a return receipt, which requires the recipient to sign a green card that is returned to the sender. The second way is to send a revised DT1078 form, which has the Project Plan Acknowledgement on it. You will have to modify the DT1078 form in some way, such as stamping it "REVISED" and dating it, or writing "REVISED" on the form. It is important to date the revised form because, unfortunately, there are times when there is more than one revision. The cover letter that accompanies the revised DT1078 and the plan set should describe the changes that were made and should make it clear that the receiver needs to return the signed DT1078 form. If the utility does not return the signed DT1078 form within a reasonable timeframe, the person that sent the revised plans must follow-up to make sure that the revisions were received. The dates the revisions were sent and received should be noted in the Trans. 220 Log. For non-Trans. 220 projects, a similar action should be taken. **Send the revisions and make sure the utility company receives them.**

SECOND MOVE POLICY

After the utilities are sent copies of the plan stamped "Approved For Design of Utility Adjustments" (or for Trans. 220 projects Form DT1078, Project Plan Transmittal), the WisDOT may be responsible for any cost incurred by the utility caused by changes to the highway improvement design. This is commonly called our Second Move Policy. The purpose of the policy is to encourage utilities to relocate early rather than waiting until our plans are published for bidding. The policy eliminates the utility having to relocate twice at its own expense because of late changes in the design. It is best to have utilities relocated prior to construction and this policy helps achieve that goal.

Typically, the plans and cross sections are sent to the utilities six to ten months prior to the PS&E Submittal date. Therefore, it is imperative that the Designer notifies the Utility Unit as soon as possible of **any changes** made after these plans have been sent. If notified immediately, it may be possible to inform the utility prior to their final design, in which case there would probably be no additional cost to WisDOT.

The Second Move Policy applies only to STH projects and other projects where no local funds are involved.

Wisconsin Department of Transportation

December 20, 1997

Alex Thagunna
Namaste Energy
501 Nepali Way
GREEN BAY, WI 54704

Dear Mr. Thagunna:

RE: UPDATE ON		UPDATE ON
Project 3070-02-00	and	Project 3070-02-01
USH 12-Tihar Road		Chakra Street, Delafield
STH 67 Waukesha County		(Eldora Lane-Marsh Rd.)
		STH 67 Waukesha County

This is to inform you that the proposed 1998 construction of the two projects listed above is being delayed to 1999. This delay will allow the Village of Delafield time to complete their sanitary sewer construction before the highway construction takes place. Also, it will allow the State extra time to reach an understanding with business and residential landowners from whom we will be acquiring right-of-way, as well as provide additional time to deal with the environmental issues related to a buried fuel oil tank on the project.

However, both of these projects will be let for construction in late 1998, making them among the first projects to be constructed in the spring of 1999. Therefore, we would like all utility companies to continue on their present schedule, with all conflicting utility lines relocated in 1998. We are notifying you of this change so that you may prioritize your scheduling accordingly.

Questions regarding this project can be directed to me at (xxx) xxx-xxxx, or to the Project Designer, Ernest J. Peterson, at (xxx) xxx-xxxx.

Sincerely,

Eric M. Wilson, PCV
SE Region Utility Coordinator

Wisconsin Department of Transportation

August 10, 1994

Palmyra Municipal Water Utility
Attn: Dustin Brunette
PO Box 380
Palmyra, WI 53156

TRANS 220 Revised Project Plan Transmittal

Dear Mr. Brunette,

RE: DESIGN PROJECT ID 3577-00-44 **UPDATE**
Palmyra - STH 106 Road
STH 135 Jefferson County

The construction project limits for the above project have been changed. This project, which is scheduled for construction in 1996, will now begin 250 feet north of Airport Road at Station 30+00, rather than at Station 12+00 as we stated in our May 3, 1994 letter. There will now be no highway construction in the Village of Palmyra. This means that the Village will not need to relocate or adjust any of their sanitary sewers, storm sewers or water mains that are currently located between Station 12+00 and Station 30+00.

As we wrote in our May 3, 1994 PROJECT PLAN TRANSMITTAL LETTER, the Village has a manhole and a water meter at Station 30+00, left, which serves the airport and which still need to be relocated. Because these facilities lie within the existing right of way, no portion of the costs for relocating them will be reimbursable.

I have enclosed the revised plan sheets for this project. Please note that the major change is the beginning of the project. A few other minor changes are highlighted in pink on the plan sheets. **In order to be in compliance with Trans. 220, you must sign and return the enclosed "REVISED Project Plan Transmittal, Form DT1078," and you must submit a revised Utility Work Plan to our office by October 15, 1994.** I have attached a "Utility Worksheet," Form DT2236, to assist you in providing us with the necessary information. If this change does not affect your Utility Work Plan, you may return a copy of this letter along with a note indicating there is no change.

Questions regarding this project can be directed to the Utility Coordinator for this project, Barb Polce at (xxx) xxx-xxxx, or the Project Designer, Ben Heninger, at (xxx) xxx-xxxx.

Sincerely,

Ernest J. Peterson, P.E.
SW Region Project Manager

Wisconsin Department of Transportation

Wisconsin Gas Company
Attention: Mark Vidas
P.O. Box 789
Wisconsin Rapids, WI 54494

Dear Mr. Vidas,

RE: Project ID 6040-02-00 **UPDATE**
Portage - East County Line Road
(STH 22-CTH SS)
STH 33 Columbia County

There has been a change in the design of the above project that will affect Wisconsin Gas Company (WGC) facilities in the Village of Marcellon. In order to adequately handle the drainage in Marcellon, a storm sewer system has been added to the plan. This system will run from Station 224+35 to Station 235+00. The trunk line will be 18 feet left of the centerline. Inlets will be located on both sides of the road in the curb and gutter at Stations 227+15, 230+00, 232+80, and 234+00. There will also be inlets on Highway 44 at Station 61+20 left and 63+55 right. Depending on the depth of WGC's 6-inch gas main, the laterals going from the trunk line to the inlets may conflict with WGC's main that runs parallel to Highway 33.

The flat terrain and high water table limit what we can do to avoid any conflicts. Please use the enclosed plan sheets to determine what course of action is necessary, and what impact that will have on your Utility Work Plan. We have marked the new storm sewer, and other plan changes in pink highlighter.

In order to be in compliance with Trans. 220, you must sign and return the enclosed "REVISED Project Plan Transmittal, Form DT1078," and you must submit a revised Utility Work Plan to our office by October 15, 1994. I have attached a "Utility Worksheet," Form DT2236, to assist you in providing us with the necessary information. If this change does not affect your Utility Work Plan, you may return a copy of this letter with a note indicating there is no change.

Questions regarding this project can be directed to the Utility Coordinator for this project, Alyssa Brokaw, at (xxx) xxx-xxxx, or the Project Designer, Brian Pagel, at (xxx) xxx-xxxx.

Sincerely,

Ernest J. Peterson, P.E.
SW Region Project Manager